



ALABAMA BOARD OF EXAMINERS IN MARRIAGE AND FAMILY THERAPY

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MINUTES Board Meeting March 18, 2022

The Alabama Board of Examiners in Marriage and Family Therapy met on Friday, March 18, 2022, at the Board's office located at 2777 Zelda Road in Montgomery. Members present were Mr. Douglas Cooke (Board Chair), Dr. Karly Downs (Board Vice Chair attending virtually), Dr. Mark Westfall (member), Dr. Samuel Jones (member), and Ms. Raven Pyle Livingston (member). Others attending were Mr. Keith Warren (Executive Director), Ms. Laura Howell (Legal Counsel), and Ms. Renee' Reames (recording secretary).

The regularly scheduled meeting was advertised on the Board's website, www.mft.alabama.gov, and the Secretary of State's website, www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act.

Call to Order: The meeting was called to order by Mr. Cooke, Board Chair, at 10:07 a.m. Mr. Warren called Board roll and reported that a quorum of the members was present to conduct business. Mr. Cooke welcomed everyone in attendance.

Approval of Minutes: Chairperson Cooke presented the January 14, 2022 Board meeting minutes for the Board's approval. A copy of the minutes was provided to the Board prior to the meeting for their review. Dr. Westfall made a motion to approve the January meeting minutes as presented. The motion was seconded by Mrs. Livingston and unanimously approved by the Board.

Report by Board Chair: Chairperson Cooke reported that an audit of the Board's activities had been conducted and he reminded the members about the audit exit meeting scheduled after the Board meeting.

Executive Director's Report: Mr. Warren reported that the Board's proposed Legislative Bill had passed. He indicated that the changes in the Board's statute, through the approval of this new law, would address some of the Board's audit findings and the Board would need to update the Board's rules in accordance with the new law. He recommended that the members submit to him by the end of April any Rule change recommendations for consideration at the June Board meeting.

Mr. Warren presented the Executive Director's Report and reviewed the Board's financial activities for the period ending February 28, 2022. Also presented a line-item summary of expenses for this same period, along with information about the current number of licensees. He also reported on the number of complaints the Board had received to-date (copy of the report available for review in Official Book of Minutes).

Dr. Westfall made the motion to accept the financial report as presented. The motion was seconded by Dr. Downs and was unanimously approved by the Board.

Board Administrator's Report: Mr. Warren presented the Administrator's Report listing activities performed by the staff since the last Board meeting held in January (reports available for review in Official Book of Minutes). Also presented was a list of new licenses issued and licenses that were expired.

The Board discussed whether MFT services were available in all geographical area of the State. The Board indicated interest in having the capability to perform geographical licensee searches on the Board's website and Ms. Holloway, with the State Association, offered to assist with collecting data.

Legal Counsel Report: Ms. Howell stated that she had no new business to report at this time.

Old Business – Update on Proposed Legislation: Mr. Warren indicated that the report had been given earlier in the meeting.

New Business – Renumbering of Rules: Mr. Warren reported that the Rules had been misnumbered and he presented the renumbered Rule 536-X-11 Application for Spouses of Active Duty Military Personnel for the Board's approval. Dr. Westfall made the motion to approve Rule 536-X-11 as presented. The motion was seconded by Dr. Jones and unanimously approved by the Board.

Mr. Warren also presented renumbered Rule 536-X-10.-01 Complaint Procedure for the Board's approval. Dr. Westfall made the motion to approve Rule 536-X-11 as presented. The motion was seconded by Dr. Jones and unanimously approved by the Board.

Discussion of Annual Election of Board Officers: Mr. Warren reported that the election of Board Officers was typically held during the last Board meeting in a calendar year. He recommended the election of officers be restored to this cycle and the Board agreed.

Approval of Applications: Mr. Warren presented five applications for the Board's approval. Application from JMD was reviewed and it was determined that study courses did not meet the criteria for licensure.

Application from CV was reviewed and it was determined that applicant met criteria for MFT supervisor.

Application from SW was reviewed and additional information was requested, along with Form 10.

Application from HR was reviewed and it was determined that applicant met criteria for LMFT.

Application from AL was reviewed and the request for change of supervisor was complete.

Dr. Westfall made the motion to approve the two applications (CV and HR) and the request (AL) as presented. The motion was seconded by Ms. Livingston and unanimously approved by the Board.

Adjournment: With no further business to discuss, Mr. Cooke adjourned the meeting at 11:20 a.m.

Respectfully submitted,

Douglas Cooke
Board Chair

Keith E. Warren
Executive Director

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